

ADMINISTRATOR REPORT
July 27, 2016

TO: Board of Supervisors
FROM: Frank J. Rogers, County Administrator *FJR*
RE: August 2, 2016 Board of Supervisors Meeting

Tuesday, August 9th –
5 PM – EMSAC – Public Safety Conference Room (Borland, Goldsmith)
6:00 PM – FAC

Tuesday, August 23rd – 7 PM – Joint Committee Meeting –
Campbell County Technical Center – (Good, Gunter)

2:30 PM - Public Works/Community Economic Development Committee – [Agenda](#)
Haberer Building Board Multi-Use Room (Gunter/ Puckett)

4:00 PM - Call to Order by Chairman Zehr
Pledge of Allegiance and Invocation by Supervisor Puckett

1. APPROVAL OF MINUTES

[JULY 5, 2016](#) – REGULAR MEETING MINUTES

2. APPEARANCES - None

3. ADMINISTRATOR'S ITEMS

Mary Pascale, Parks and Recreation Director

a. [RECOGNITION OF RUSTBURG HIGH SCHOOL BASEBALL TEAM](#) (3 minutes)

The Rustburg High School Baseball Team won the Virginia State Group 3A, State Championship title on June 11, 2016. This is the school's First State Championship Title in Baseball.

RECOMMENDATION: Staff recommends that the board adopt the following resolution for the Rustburg High School Baseball team. The resolution will be presented to the team at a date and time selected by the school's administration. Dates and times will be confirmed later.

J. Michael Davidson, Economic Development Director

b. [INDUSTRIAL INCENTIVES, STANDARD INSURANCE](#) (5 minutes)

On June 7, 2016, the Board of Supervisors approved by consensus in closed session offering local incentive funding to Standard Insurance. These incentives were recommended based on the County's Industrial Incentive Policy and Standard Insurance locating to Campbell County.

Standard has committed to \$1,500,000 million in qualified capital investments and 235 new jobs within 4 years paying an average starting salary of \$38,000 or \$18/hour, and within 2 years those salaries are projected to be \$40,314. Under Campbell County's existing policy, Standard is eligible for \$51,225.00 in industrial incentives.

The Town of Altavista is awarding industrial incentives for \$32,000 and A Tobacco Region Opportunity Fund grant of \$320,000 has been approved. Other grant funding being used to assist is: VJIP (Virginia Jobs Investment Program) and WIOA (Workforce Innovation Opportunity Act) dislocated worker-training funds.

A Performance Agreement will be required and incentive disbursements will be in incremental payments commencing payment to coincide with the installation and placing into production of the facility and the hiring of 25 employees. The Return-On-Investment to the County is 3.8 years, which is slightly over the County's policy due to the high new job creation numbers as advised during the June 7, 2017 closed session meeting.

RECOMMENDATION: Staff recommends the Board of Supervisors approve in open session the incentives for Standard Insurance for \$51,225.00, approve the included appropriation of funds, and authorize the County Administrator to sign all documents necessary to complete the transaction.

Clifton M. Tweedy, Deputy County Administrator

c. HIGHWAY MATTERS (25 minutes)

- i. Status of Outstanding Highway Matters: [See attached report.](#)
- ii. Highway Matters Action Items:
 - [CONCORD ROUND-A-BOUT](#)

VDOT has decided to construct a round-a-bout at the intersection of Route 24 and Route 656. This project will include a sidewalk with curb and gutter along the south side of the Route 24, extending the existing sidewalk in front of Concord Elementary School to Route 656. Don Austin has requested, in order for the design to include an approximate 880' long gap between the existing the curb and gutter along the north side, the Board consider reallocating state funds to close this gap if no other funding source can be identified. Included is a draft resolution and sketches showing the proposed work.

RECOMMENDATION: If, after considering the attached information and asking any questions, the Board is supportive of this request for reallocation of funds to construct additional curb and gutter along the west of Route 24 near Concord Elementary School adopt the resolution.

- [MT. VISTA DRIVE – SPECIAL ASSESSMENT REQUEST](#)

On October 20, 2015, the Board of Supervisors conducted a public hearing to consider a Special Assessment on certain properties within the Holiday Forest Subdivision. The public hearing was in response to requests from residents within the subdivision for support in their efforts to bring their private roads up to state secondary road standards, enabling the roads to be taken into the state system for on-going maintenance.

In order to meet the State's minimum standards for inclusion in the state system, certain improvements to the existing roads are required. These improvements may be funded through the State's Revenue Sharing program wherein the State may award up to 50% of eligible costs associated with improving a road in order to bring it into the State system. The remaining 50% of project costs must be made up of non-state funds and is traditionally paid by the residents.

Present estimates and tables reflecting the per parcel cost of paving Mt. Vista is included in this agenda item.

Following the Board's discussion of this matter during the July 5th meeting, staff has been in communication with representatives of the Mt. Vista property owners. Because of those discussions, the residents of Mt. Vista are requesting a ten-year payback timeframe. They note in their request that a minimum of at least 5 owners are ready to commit to paying the entire amount up front, thus lowering the outlay of the county to \$65,000. They further propose that, if it is not an accounting problem, at least an additional 5 owners are willing to pay the assessment back in 5 years lowering the 10 year commitment to only \$40,000.

The residents' proposal is based on their belief that the expected increase in property values and respectively the increase in property tax revenue for the county will offset any expense related to the additional funding time. Their full request and rationale [are attached](#) for your review and consideration.

Additional information to consider:

1. The total assessed value of the properties in question is \$4,523,300 and ranges from a low of \$41,400 to a high of \$907,000 (a 410-acre tract). Thus, the average assessment is \$238,068.
2. Land values in the County that are accessed by a gravel road are typically reduced 20%.
3. Residents of the Holiday Forest subdivision who do not live on Mt. Vista but who are also served by private, unpaved roads have expressed an interest in pursuing the special assessment for revenue sharing. From time to time, the County receives inquiries from residents on gravel roads in other areas of the County as well. Accordingly, staff would advise the Board to consider action on this request in terms of setting precedent for future requests.
4. If the Board elects to proceed, staff would respectfully recommend that we revisit the draft policy that was shared in March 2016 ([and attached here](#)) to structure the process and funding for future requests.

RECOMMENDATION: Staff needs direction from the Board as to what timeframe for repayment will be required. With that information, staff will re-circulate a petition to effected property owners. If the 75% threshold for sign-off is met, staff will proceed with conducting a public hearing in September. At this time, staff recommends that the Board authorize the advertisement of a public hearing to consider adoption of an ordinance

enacting a special assessment with the purpose of funding the local share of the Mt. Vista Revenue Sharing road project.

- iii. A few minutes is scheduled each month for Supervisors to voice any questions or concerns regarding highway matters.

RECOMMENDATION:

Please provide staff with any highway matters the Board has or that need to be passed along to VDOT.

Frank J. Rogers, County Administrator

d. [REQUEST FOR PUBLIC HEARING - ENGLISH PARK TRANSFER](#) (5 minutes)

Representatives from the Town of Altavista inquired several months ago about the County's interest in/willingness to transfer ownership of the County owned fields at English Park to the Town of Altavista. The Town owns the front portion of the park and the property underneath the railroad trestle and beyond belongs to the County ([see attached map](#)). The Town has indicated their interest in continuing development and maintenance of the park, and access to everyone who presently has Park access will continue.

Because the County developed the park with funds from the Department of Conservation and Recreation (DCR), staff has confirmed that DCR has no objection to the proposed transfer. Staff continues to work with Norfolk Southern Railroad to clarify the railroad's willingness to allow the current lease (to enable access under the trestle) to be transferred to the Town.

In keeping with State Code, the County must conduct a public hearing to declare the property in question surplus prior to transferring ownership to the Town.

RECOMMENDATION: Staff recommends the Board authorize staff to advertise and conduct a public hearing for the purpose of declaring County owned property at English Park as surplus with the intent of transferring that same property to the Town of Altavista.

4. CONSENT AGENDA

a. [APPROPRIATIONS](#)

Attached is an appropriation listing for the Board's consideration.

b. [COUNTY ATTORNEY INVOICE](#)

Attached is an invoice for \$2,957.33 from the county attorney for services rendered in June 2016.

c. [REGIONAL JUVENILE DETENTION CONTRACT](#)

Campbell County Juvenile and Domestic Relations Court orders the secure placement of youth into juvenile detention facilities when they are awaiting trial, disposition, or transfer;

and to serve sentences that are less than 180 days. Youth placed in Lynchburg Regional Juvenile Detention Center (LRJDC) receive educational, recreational, medical, dental, and mental health services.

The original contract originated in April 1996, expired in April 2016, and was extended until June 30, 2016. The [attached contract](#) has been reviewed and approved as to form by the Campbell County staff attorney; and offers a local, affordable, and secure placement option for our court-ordered youth. The most notable changes requested by contracting localities that were incorporated into the new contract include:

- A new agreement period of three years instead of 20 years
- Reduction of contracted bed space from seven to five for Campbell County
- The estimated FY 17 per diem rate for LRJDC has reduced from \$291 to \$163.

d. [DETERMINATION FOR RFP FOR HSA ADMINISTRATION SERVICES](#)

The County's current health savings accounts administration services contract with Health Savings Administrators, Richmond, VA expires on December 31, 2016. This contract provides for HSA administration services for our HSA program that is managed in conjunction with our Health Insurance Fund covering participating county, schools and CCUSA employees.

The Board's approval is requested to procure these services by the competitive negotiation process. Sealed bidding of HSA services would be neither practicable nor fiscally advantageous to the County. Factors to consider other than price are the offeror's experience with similar accounts, experienced staff, responsive customer service, availability of options available for our employees, financial stability of the administrator firm and financial stability of the bank who will maintain the employee account balances.

RECOMMENDATIONS: Staff recommends the Board:

- a. **Approve the appropriations as presented;**
- b. **Approve the County Attorney invoice of \$2,957.33;**
- c. **It is recommended that the Board authorize the County Administrator to sign the contract with Lynchburg Regional Juvenile Detention Center; and**
- d. **Determine that competitive sealed bidding is not practicable or fiscally advantageous for the procurement of health savings account administration services and authorize Central Purchasing to use the competitive negotiation process.**

5. APPOINTMENTS

A [list of appointments is attached](#) for your review.

6. MATTERS FROM THE BOARD

A few minutes is scheduled at each meeting to discuss [matters from the Board](#).

7. CLOSED MEETING - None

5:30 P.M.

8. PUBLIC HEARINGS

The following were advertised ([ad attached](#)) for:

a. EMS FEE SCHEDULE

At its June meeting the Board of Supervisors approved conducting a public hearing for the purpose of consideration of amending the current EMS Fee Schedule.

The Board of Supervisors adopted an EMS ordinance in November 2005 and amended it in July 2008. The County's ordinance states "the schedule of rates for emergency ambulance transport services by the Campbell County emergency medical services system shall be based on a schedule as may be set by resolution by the Campbell County Board of Supervisors from time to time".

In an effort to support the financial needs of EMS services in Campbell County through the fee for services system four options were considered:

Option 1 – Increase current rates for Transports. Currently, we bill patients transported to the hospital using our services. This means that a bill for service is mailed to the patient three times and after the third time the bill is moved to an inactive status. The new rates are at 150% of the Medicare rate. This increase in rates will yield an additional \$68,000 in annual revenue. If increased to the 130% rates, the yield would be \$18,000.

Option 2 – Fee for Response, No Transport – Approximately 20% of our calls do not result in a transport. At this time, there is no charge for this type of response. Calls, that do not result in a transport, include such things as falls without injury, blood pressure checks, first aid, etc. Recommendation would be the implementation of a fee for this type of call. Currently, these type of calls would not be covered by Medicare/Medicaid, but would be covered by most private insurance. If a charge of \$100.00 was implemented, this would result in an additional \$100,000 in annual revenue.

Option 3 – Implement collection process – Presently, after collection of any insurance, a patient will receive 3 bills from our billing company. If no payment is received, the bill is written off with the billing company. Campbell County Public Safety then receives a list of the written off cases. A letter from the County's Staff Attorney is sent requesting payment and suggesting further action if payment is not received. We have been sending this letter using in-house staff for approximately 18 months. Total written off cases (16 months) is \$630,561.24 with total collected being \$52,544.35. Estimated monthly cost of sending letters is \$150.00. After the Staff Attorney letter is sent, there is currently no further action taken to collect outstanding balances, however, collections could be done through an outside collection firm or pursue legal action as mentioned in the Staff Attorney's letter.

Option 4 – Combination of above Options.

The Public Safety Committee discussed having users of the system pay the cost for services. Option 1 would increase the current revenue amount. Option 2 would be a new revenue resource and will ensure that users of the system pay for the services and also help discourage abusers of the system who currently do not pay to support the services they utilize. There are a number of less expensive options for non-critical medical transport that users may take advantage of. If there is a hard cost associated with the use of emergency services users may consider other less expensive options. The combination of Option 1 and Option 2 is projected to result in an additional \$168,000 of revenue for Campbell County.

RECOMMENDATION: The Public Safety Committee (PSC) and staff recommend the Board conduct the public hearing and consider amending the County’s EMS Fee for Service fee schedule in order to implement Option 4 which is a combination of Option 1 and 2, as discussed above.

9. AGENCY MINUTES AND REPORTS

- | | | |
|----|--|---------------|
| a. | <u>Administration / Human Services Committee</u> | July 5, 2016 |
| b. | <u>Brookneal Campbell County Airport Authority</u> | May 25, 2016 |
| c. | <u>Department of Social Services Board</u> | May 18, 2016 |
| d. | <u>Department of Social Services Board</u> | June 15, 2016 |
| e. | <u>FAC</u> | May 13, 2016 |
| f. | <u>Planning Commission</u> | June 27, 2016 |
| g. | <u>Public Safety Committee</u> | June 8, 2016 |
| h. | <u>Robert E Lee Soil and Water Conservation District</u> | May 26, 2016 |
| i. | <u>School Board</u> | June 13, 2016 |

10. INFORMATIONAL ITEMS

- | | | |
|----|---|---------------|
| a. | <u>Appropriations Authorized by County Administrator</u> | June 2016 |
| b. | <u>Public Safety – Campbell County Named StormReady Community</u> | July 7, 2016 |
| c. | <u>Waste Hauling Contract Information</u> | July 15, 2016 |

BOARD OF SUPERVISORS MEETING SCHEDULE

Revised 7/20/16

Items marked with an asterisk (*) are changed from the previously published schedule
Underlined items are special meetings

Tuesday, August 2nd –

- 2:30 PM - Public Works/Community and Economic Development Committee –
Board Level Multi-Use Room – (Gunter, Puckett)
- 4 PM – Regular Administrative Business Meeting
- 5:30 PM– Public Hearings, EMS Fee Schedule

Tuesday, August 9th –

- 5 PM – EMSAC – Public Safety Conference Room (Borland, Goldsmith)
- 6:00 PM – FAC

Tuesday, August 16th – 4 PM – No Board workshop currently scheduled

Tuesday, August 23rd – 7 PM – Joint Committee Meeting –
Campbell County Technical Center – (Good, Gunter)

Tuesday, September 6th –

- 2:30 PM– Public Safety Committee –
Board Level Multi-Use Room – (Borland, Goldsmith)
- 4 PM – Regular Administrative Business Meeting
- 5:30 PM– Public Hearings, three special use permits (English Tavern Road, Airport Road
And Collins Ferry Road)

Tuesday, September 20th – 4 PM – No Board workshop currently scheduled

Tuesday, October 4th –

- 2:30 PM – Administration/Human Services Committee –
Board Level Multi-Use Room – (Rousseau, Zehr)
- 4 PM – Regular Administrative Business Meeting
- 5:30 PM – Public Hearings, none are currently scheduled

Tuesday, October 18th – 4 PM – No Board workshop currently scheduled

Tuesday, November 1st –

- 2:30 PM - Public Works/Community and Economic Development Committee –
Board Level Multi-Use Room – (Gunter, Puckett)
- 4 PM – Regular Administrative Business Meeting
- 5:30 PM– Public Hearings, none are currently scheduled

Tuesday, November 8th –

- 5 PM – EMSAC – Public Safety Conference Room (Borland, Goldsmith)
- 6:00 PM – FAC

Tuesday, November 15th – 4 PM – No Board workshop currently scheduled

Tuesday, November 22nd – 7 PM – Joint Committee Meeting –
Campbell County Technical Center – (Good, Gunter)

Tuesday, December 6th –

2:30 PM– Public Safety Committee –
Board Level Multi-Use Room – (Borland, Goldsmith)
4 PM – Regular Administrative Business Meeting
5:30 PM– Public Hearings, none are currently scheduled

Tuesday, January 3rd –

2:30 PM – Administration/Human Services Committee –
Board Level Multi-Use Room – (Rousseau, Zehr)
4 PM – Regular Administrative Business Meeting
5:30 PM – Public Hearings, none are currently scheduled

Tuesday, January 17th – 4 PM – No Board workshop currently scheduled